

ADMINISTRATIVE  
INTERNAL USE ONLY

26 JUL 1964

MEMORANDUM FOR: Assistant Director for Computer Services, DDS&T

SUBJECT : Computer Services

REFERENCE : DDS Administrative Notice No. 64-4, subject:  
Computer Services

1. The subject of referenced notice has been surveyed within the various divisions for known or anticipated requirements for computer services.

2. At the present time the operations in Supply Division and Printing Services Division are the primary areas of interest that are either using computer services or are planning additional or new programs for computer services. Representatives of the Office of Computer Services have been working closely with representatives of both of these divisions, and your office is fully cognizant of the current and contemplated programs being provided or scheduled for the future.

3. This office has a definite interest in detailed analysis and feasibility studies of the following activities in addition to the requirements for Supply Division and Printing Services Division:

Office of Logistics  
Division

Operation

a. Real Estate and  
Construction  
Division

The real estate reports including the report submitted by field activities and the consolidated reports required for the Director of Logistics or higher authorities and the procedures related thereto.

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ORIG CLASS	4	PAGES	4	REV CLASS	u
JUST		NEXT REV		AUTH:	HR 70-2

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<u>Office of Logistics Division</u>	<u>Operation</u>
b. Logistics Services Division	Space utilization, control, and planning for Headquarters buildings occupancy.
c. Administrative Staff/Budget and Fiscal Branch	The records maintained for the bulk procurement allotment accountings.
d. Security Staff	The security clearance files should be examined to determine the adaptability of their procedures and requirements for possible computer operations.

4. It is the feeling of this office that the computer services and programs referred to in paragraph 2 above represent a considerable requirement for the Office of Computer Services systems and program personnel. Therefore, we would recommend that your efforts and our efforts be directed to completing the implementation of the programs for Supply Division and Printing Services Division prior to a detailed survey of the additional areas cited in paragraph 3 above. At such time as personnel are available to study these areas, it is requested that they be examined in the order as listed.

5. This office is very appreciative of your assistance in the past and looks forward to active participation with your representatives in the future to establish and implement, where feasible, additional computer operations for the Office of Logistics.

[Redacted Signature]

Acting Director of Logistics

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(27 July 64)

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CENTRAL INTELLIGENCE AGENCY OFFICIAL ROUTING SLIP			
TO	NAME AND ADDRESS	DATE	INITIALS
1	Executive Officer, OL		
2	Acting Director of Logistics		
3			
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6			

<input type="checkbox"/>	ACTION	<input type="checkbox"/>	DIRECT REPLY	<input type="checkbox"/>	PREPARE REPLY
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<input type="checkbox"/>	CONCURRENCE	<input type="checkbox"/>	INFORMATION	<input type="checkbox"/>	SIGNATURE

**Remarks:**

The exclusion of the specific operations and programs for both Supply Division and Printing Services Division referred to in paragraph 2 is in accordance with the discussions we had with Mr. Joe Becker, Assistant Director for Computer Services.

stated that he has interviewed each division chief on this subject, and the attached response is a coordinated OL comment as a result of his discussions.

Barbara

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FROM: NAME, ADDRESS AND PHONE No.	DATE
Acting Chief, Supply Division, OL	7/28/64